

**Executive Committee
Workforce Investment Board of Will County
June 1, 2020**

Minutes

Executive Committee Members					
<i>Name</i>	<i>Present</i>	<i>Absent</i>	<i>Name</i>	<i>Present</i>	<i>Absent</i>
Susan Flessner	X		Judy Mitchell	X	
Beth Gonzalez	X		Pat Mudron	X	
Rita Herrick	X		Suzanne Sallay	X	
Carlos Interrial		X	Jim Tromp	X	
Others					
Sue Davinger		Mary Gajcak	Caroline Portlock		

**Per March 16, 2020 Executive Order 20-07 (COVID-19 Executive Order No. 5; Section 6), this meeting met via 'WebEx', as in-person attendance by members of a public body are suspended.*

Welcome - Chair Sallay called the meeting to order.

Minutes - Minutes of the March 30, 2020 were approved on a motion by Mudron, seconded by Flessner.

New Business

PY20 Allocations

- Portlock presented DCEO funding allocations for PY2020..While Adult and Youth Programs received modest increases, Dislocated Worker funds were reduced by nearly \$600,000. These allocations are set using past data. Additional funding should become available due to recent changes in employment/unemployment. Until additional funding is acquired, Incumbent Worker Training funds not be added to the PY20 budget. Motion to accept allocation by Herrick; seconded by Tromp carried.
- Portlock proposed PY2020 Contracts as follows: On-the-Job Training will receive \$489,775 to place 40 customers minimum; Workforce Readiness Training will receive \$321,200 to serve 12 initial and 22 ongoing customers; Youth Program will receive \$1,314,719 to serve 40 new and 100 continuing customers. Tromp motioned to accept contracts as proposed; Gonzalez seconded. Motion carried. Mitchell abstained.
- One-Stop Center Certification: Herrick reported that she and Gonzalez worked with the Workforce staff to prepare documents for certification of the Workforce Center. Last year's Service Integration process added substance to the documentation. Herrick and Gonzalez congratulated the Workforce staff, as all processes were found to be in good order. Portlock noted that Best Practices and the Business Services Packet were added to the documentation as supplemental material. Mitchell motioned to accept recommendation for Center Certification; Gonzalez seconded; Flessner abstained. Motion carried.

Workforce Center

One Stop Operator Report - Flessner

- Flessner reported that Workforce Center enacted Stage 1 operations today.
 - Staff has returned to the Center
 - All staff and visitors will wear face coverings except when alone in private offices
 - Staff will self-monitor and not come to work if sick or exhibiting symptoms of COVID-19
 - Customers will continue to receive services virtually
 - Reopening Stage 2 is expected to begin on July 1st if possible. Plans remain flexible.
- WSD has applied for \$775,000 additional Dislocated Worker funding.
- Preparation is underway for eligibility screening, testing, Career Certified, and Training to be performed virtually.
- Dislocated Worker funding to supplement PY20 contracts has become available; application for \$800,000-\$1,000,000 will be submitted.
- The Mobile Workforce Center will not be used until further notice.

PY20 MOU - Portlock

- WCWC Partners met to approve the narrative for the PY20 MOU (MOU Budget was approved at the April WIB meeting). Portlock reported that the process went well, and signature sheets are now pending. Submission deadline is June 30th. DCEO believes that all partners will pay their portions as agreed, even though the center has been closed to the public due to COVID-19.

Workforce Board

Board Changes – Portlock

- Steve Randich has retired. Cornell Lurry has been asked to replace him on the Board.
- Kevin Daly is no longer with the Village of Monee. Josh Potter from the Village of Romeoville has been asked to replace him. Potter has served on the Communications Committee and has been a valuable resource.
- Joe DelReal has taken a new position at NICOR and will no longer be able to serve on WIB. His replacement is being sought.

Emergency (1E) Assistance Grant

- Funding for layoff aversion activities in response to COVID-19 was offered through the State of Illinois DCEO. The State was overwhelmed with requests for this grant, Gajcak vetted Will County applicants carefully, making sure that applications were as complete as possible, DCEO will work with us to develop a Rapid Response grant to fund the projects that are approved. Funding is expected to begin in July.

Motion to adjourn: Mitchell. Second: Gonzalez. Carried

The next meeting of the Executive Committee will be August 31, 2020; 7:30 am.